

**FOR OFFICE USE ONLY**

- ☐ Address Assigned
- ☐ Copy Mailed / Faxed
- ☐ Entered in Computer
- ☐ Fee Paid

**\$10.00 Processing Fee**  
**Processing of this application will require**  
**approximately 5 business days**

**COUNTY OF CHIPPEWA**  
**APPLICATION FOR ADDRESS ASSIGNMENT**  
**Chippewa County Equalization Department**  
**319 Court St., Sault Ste. Marie, MI 49783**  
**Phone: (906) 635-6304 Fax: (906) 635-6372**

PLEASE FILL IN SECTIONS A, B, C, AND D. FAILURE TO FILL OUT THESE SECTIONS COMPLETELY WILL RESULT IN A DELAY IN ASSIGNING AN ADDRESS. PLEASE PRINT.

**A.**

Applicant's Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Applicant's email address \_\_\_\_\_ Fax # \_\_\_\_\_

Owner's Name \_\_\_\_\_

Applicant's Mailing Address \_\_\_\_\_

**B.**

I hereby request Chippewa County to assign an address for the parcel of land for which the legal description is as follows (*please attach a copy of the deed and/or survey, if available*):

Tax Parcel Number: 17- \_\_\_\_\_

Has the Register of Deeds recorded this description?

- ☐ Yes
- ☐ No

**C.**

Check which applicable categories:

**New Building**

- |                                      |                                     |                                     |                                      |
|--------------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Home        | <input type="checkbox"/> Apartment  | <input type="checkbox"/> Industrial | <input type="checkbox"/> Garage      |
| <input type="checkbox"/> Mobile Home | <input type="checkbox"/> Commercial | <input type="checkbox"/> Pole Barn  | <input type="checkbox"/> Other _____ |

**Is there currently a building on the parcel?**

- ☐ Yes What type of building? \_\_\_\_\_
- ☐ No

**The driveway is on which side of the road (N,S,E,orW)** \_\_\_\_\_

**Of what road:** \_\_\_\_\_

**Nearest neighbors name or address #s. Please include neighbors across the road.** \_\_\_\_\_

D.

**IN THE BOX BELOW, PLEASE DRAW A MAP OF YOUR PROPERTY AND NEIGHBORS' PARCELS. BE AS COMPLETE AND ACCURATE AS POSSIBLE.** Addresses are assigned using the location of the driveway. Include all adjacent roads and any other nearby landmarks. If you have a survey of the parcel, please enclose.

**Show the location of your driveway. Enter the distance the driveway is from your property lines. Show the location of neighbor's driveways (especially across the road).**

North

West

East

South

Every attempt will be made to assign addresses within 5 business days of receipt of properly completed application. I understand that Chippewa County will assign an address based on the information I have furnished herein (*legal description / site plan*). I further understand that if the information that I provided is subsequently found to be in error, that a change in address might be required. I hereby agree to hold Chippewa County and its officers/employees harmless in the event of such an address change. I also understand that issuance of an address **is not** to be interpreted as approval to build on the lot specified on this application.

Printed Name of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Today's Date \_\_\_\_\_

**E. DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY**

Please be informed of the following official address has been assigned in accordance with the Chippewa County Address Ordinance, as amended.

**Your Official Address has two parts:** (1.) An Address Number: \_\_\_\_\_

(2.) A Road Name: \_\_\_\_\_

Date: \_\_\_\_\_ Signed \_\_\_\_\_